

**First 5 California  
Statewide Evaluation Frequently Asked Questions  
March 23, 2007**

These Frequently Asked Questions (FAQs) regarding the Statewide Evaluation have been compiled from the questions submitted to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov). Please send any further questions or requests for clarification to this e-mail address. The FAQs will be compiled and answered on an as-needed basis. If we receive a large number of questions, or many dealing with the same issues or time-sensitive information, they will be answered and published as soon as possible.

**Information that has been added or amended since the last version of the FAQs is highlighted for ease of reference.**

**1. Will I have to re-enter data on every child and guardian in the PEDS database?**

Individually identifiable information was not included in the data transferred to First 5 California from SRI. If you do not wish to view or access individually identifiable information, you will not need to re-enter any data. If you do wish to view or access individually identifiable information, you will need to re-consent each participant using the new State consent form and re-enter the individually identifiable information.

We are continuing to work with SRI on this issue. At present, individually identifiable data will only be available if the participant is re-consented and re-entered into the system.

**2. Even with the place of birth not being generated in any of the recommended export reports, it is my understanding that the user in PEDS would not get a match on a client. If you ask PEDS to search for matching participants in the system, it will not find a match because the AB 99 record in the system has scrambled information. So matching is not the issue. The issue is figuring out how to find the previous record and add in the new consent and the AB 99 information to avoid duplication within the system.**

The AB 99 fields **are** scrambled in the PEDS database – the individually identifiable information (name, address, date of birth, phone number) was not included in the data transferred to First 5 California from SRI, so those data will **not be useable** from the PEDS database (see Answer #1). It is correct that “matching is not the issue.”

If you were able to run the Participant Address Data Export report, the individually identifiable AB 99 fields will be attached to the Participant ID. This is the process to find a pre-February 23 client in the PEDS database, once the new consent form has been signed:

- Manually search through the Participant Address Data Export report.

- Match the Participant ID number to the client's name and search PEDS via the participant browser for a funded program. Click 'all' at the top of the browser and you should see all active participant IDs for that funded program. Sort the data by Participant ID.
- Click on the participant ID you want, and click on AB 99, add in the AB 99 information. Then click on address and enter in the information. If you know the demographics, you can enter that as well by clicking demographics.
- If the client is not listed in the Export report, then this is a new client and is added to PEDS in the regular manner if they have signed the new consent form.

If you were unable to run the Participant Address Data Export report, then you may be able to consult hard copies of AB99 or other intake forms you have maintained.

**3. To what extent is the state committed to supporting PEDS, in particular what level of technical support can the counties expect to receive?**

First 5 California is committed to maintaining PEDS for those who wish to use it, and to providing the following levels of technical support until a new contractor begins work, at which time additional support may be available:

- Requests for technical support should be e-mailed to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).
- Requests for adding new users and resetting passwords should be sent to the e-mail address above and will be addressed within two working days of the request.
- Requests for adding new funded programs or organizations or making minor changes to funded programs or organizations (such as adding a new location) should be sent to the e-mail address above and will be addressed within 5 working days.
- Other, non-emergency, requests for technical support will be addressed in these Statewide Evaluation FAQs.

**4. We did not use SRI coaches for data input, however, we have relied on CS&O for PEDS training (new staff and/or new grantee), troubleshooting, and quality assurance via the CQI reports. Will State Commission staff be able to provide that type of regular support for counties? Kris also made reference to: once a new contract for TA is secured... will that be a TA service that will be offered by the new contractor?**

Support for PEDS training of new staff and/or new grantee

The training materials available at [www.first5eval.com](http://www.first5eval.com) should be the starting point for training any new staff. Other resources include current county/program staff, staff from other counties and programs, sending the question to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov), and participation in the monthly evaluation TA conference calls. The first monthly conference call is scheduled for Tuesday, March 27, from 10:30 am to 12:00 pm. The dial in number is 877-919-8174, and the participant code is 826009.

### Troubleshooting

Send the question to the above e-mail address, and consult the FAQs posted at [www.first5eval.com](http://www.first5eval.com).

### CQI Reports

CQI reports will not be available for the immediate future. Consequently, careful data entry and training are the first steps to insure quality data in PEDS.

### Technical Assistance via a new contractor

Once a new contract is in place, technical assistance will be available through the new contractor.

## **5. Will there be new forms for adding users and the other PEDS functions previously performed by CS&O?**

No, we do not expect to change any PEDS forms at this time. You may request copies of the existing forms by sending an e-mail to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

## **6. What is the fax number to send in the form for adding new PEDS users?**

Fax the PEDS New User Request Form to 916-263-1360, attention Susan Farrar or Millie Garcia.

## **7. I am just curious what level of technical assistance will be available to small counties for evaluation starting March 1st. We have no local evaluator.**

You are encouraged to participate in the monthly evaluation TA conference call with First 5 California staff and members of the Evaluation Workgroup. The first monthly conference call is scheduled for Tuesday, March 27, from 10:30 am to 12:00 pm. The dial in number is 877-919-8174, and the participant code is 826009. You are also encouraged to contact your regional representative of the Evaluation Workgroup directly. Questions will also be addressed in these Statewide Evaluation FAQs and should be sent to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

## **8. Do the consent forms apply to all First 5 served clients, or only those for whom we intend to collect core data?**

The new Statewide Research and Evaluation Framework does not include any distinction of "core" participants, although we realize that the data are still reported under the Core Participant module in PEDS. Programs will need to continue to collect individual client data for their own evaluations and in order to aggregate data to report to the State. See the response to questions 10 and 32 about the use of the consent form.

**9. If no PEDS data was exported to reports do we need to get new consents from our clients?**

Yes, obtain new consent forms for all participants to ensure that they understand how their data will be used.

**10. Why do we need to use the new State consent form? We've always used our own or none at all.**

If you are reporting individual data to the State or entering it into PEDS, you must use the new form (see also question 32). If you are collecting individual data for aggregated reports to the State, we recommend that you use the new consent form. Federal and State laws and ethical practices require that you obtain informed consent from all participants from whom you obtain information so that they can be assured that the confidentiality of their data will be protected. See Participant's Bill of Rights on the CCFC website.

Our research indicates that research involving human subjects must be under the review of an Institutional Review Board (IRB). First 5 California received California Health and Human Services Agency IRB approval through the Committee for the Protection of Human Subjects (CPHS). Our new Statewide Evaluation consent form was reviewed, revised, and approved by that committee, which includes psychiatrists, psychologists, academics, administrators, and staff. We had to meet their requirements, and the form cannot be changed or modified in any way without that committee's approval. See <http://www.oshpd.ca.gov/CPHS/index.htm> for further information about the CPHS.

If you don't have an IRB for your and your clients' protection, you can fall under our IRB by using our consent form. If you have always used your own forms or none at all, we suggest that you check with your County Counsel to ensure that you are operating with the appropriate safeguards in place.

**11. The new State consent form as is does not seem to allow change. What type of flexibility do we have to include language to meet our local needs?**

You may use your own form, if you wish, but it will not be covered by the IRB we have in place. The new consent form may **not** be changed in any way. If it is modified, it will not be considered a State consent form with the protections and approvals noted in Answer 10 above.

Another option is to ask participants to sign two consent forms, the State consent form and a local form that includes additional information.

**12. Who approved the new Statewide Evaluation consent form?**

The Committee for the Protection of Human Subjects (CPHS) that operates under the California Health and Human Services Agency. See Answer 10 above.

**13. The language in the consent form assumes a degree of literacy and education level that many of our target parents do not have. Also some of the language is culturally inappropriate and problematic.**

As explained in Answer 10 above, the consent form was reviewed, revised, and approved by the Committee for the Protection of Human Subjects (CPHS), the IRB of the California Health and Human Services Agency. Most of the language used in the form was required by the IRB, e.g., the term Principal Investigator and the name of that person. Members of the committee have expertise in culture, language and research methodology. The group is itself culturally and ethnically diverse and during its discussions exhibited sensitivity to the appropriateness of the language used. Bilingual staff and translators also reviewed the forms for appropriateness. Your staff that are themselves bilingual and perhaps bicultural may have a special sensitivity to the concerns of some of your families and may be good resources in the transition to this form. We believe that the way in which your staff explains the form (their matter-of-fact manner, their intonation, their willingness to answer questions, their assurance that this is not a different approach but one that actually safeguards these families) will have an impact on people's comfort and confidence in signing the new form.

**14. Is the date for transitioning to the new consent forms etched in stone, as the short turn around time for roll-out to providers may be challenging. When do the new consent forms go into effect?**

The new consent forms became effective on March 1, 2007. Any consent form that references SRI in any way may no longer be used and should be destroyed. There is no transition period.

**15. Will there be any type of training for the implementation of these new consent forms, they are scheduled to be used beginning March 1st?**

No formal training will be offered, as the use of a similar form has been standard since the inception of the Statewide Evaluation. However, you are encouraged to direct any and all questions to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov) and look for responses in these Statewide Evaluation FAQs, or you may ask your questions during the monthly evaluation TA conference calls. The first monthly conference call is scheduled for Tuesday, March 27, from 10:30 am to 12:00 pm. The dial in number is 877-919-8174, and the participant code is 826009. We hope this will be an effective way to share information on issues among all counties.

- 16. The form contains language about “a study.” We are unaware of any study being conducted by First 5 California; the form does not provide any details about a study and does not specify when “the study” begins or ends.**

The “study” is the Statewide Evaluation of First 5 California. The data are collected by counties and their grantees for inclusion in reports, such as the legislatively mandated Annual Report to the Governor and Legislature. A contractor previously conducted the Statewide Evaluation. First 5 California will be temporarily overseeing the Statewide Evaluation until a new contractor begins work. The study has no specific beginning or end, as it is an ongoing program evaluation.

- 17. Under the Procedures section on the new consent form, there is a reference to questions that will be asked if consenting to participation. Is there another document with a list of questions that should be attached to the consent form?**

No. Where the consent form states, “we will ask you questions now regarding your pregnancy, the birth of your child, and his/her growth and behavior,” it is referring to **general** questions **or topics** that will be asked by the individual who is collecting data from the participant. **The actual questions will depend on local needs.**

- 18. Who is responsible for asking these questions referenced under Procedures? First 5 staff of the program?**

The “we” referred to is the person/s that are interacting with the participant and asking questions to collect information/data. **The actual questions will depend on local needs.**

- 19. Will I need to begin tracking each consent form and follow up conducted with these new forms?**

Yes. Please see questions 10 **and 32** for use of the consent form.

- 20. I am concerned that a lot of our clients will decline participation if the process is lengthy, is there another method of capturing services without the consent form?**

Please see questions 10 **and 13** and the corresponding answers. **It is important to note that this is not a new requirement and that the process for obtaining consent is basically unchanged except there is a different consent form.**

- 21. The consent form mentions that a Research Subjects' Bill of Rights is attached but it was not provided, how can I get a copy of it?**

The Bill of Rights is available on our website at <http://www.cafc.ca.gov/research.htm>.

**22. When will the Kindergarten Entry Profiles (KEP) data be available for each county?**

Counties can request a CD with their county level data from First 5 California after March 12, 2007 from First 5 California by sending a request by e-mail to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

**23. I was wondering if any results and/or findings etc. have been released for the KEP done at the beginning of 05-06 school year.**

See the answer to question 22.

**24. Should Filipinos be wrapped into the category of “Asian” or “Pacific Islander”? What category does the State define them as belonging to for the Annual report?**

Filipinos fall under the category of “Asian” for reporting purposes.

**25. There is a conflict between the Annual Report guidelines (both old and new) and the data collection forms developed by SRI/First 5 CA for local Commissions to use. These State forms don’t permit us to fully meet the language requirements of the State Annual Report. The way in which the language question is worded on the data collection forms allows some children, parents, or providers to choose the category “Speak English and another language equally.” It then asks for them to indicate what the other language is. Clients who select this would be considered bilingual, I’m assuming. But the State Annual Report forms require us to report one primary language. It seems as if the Annual Report forms should be modified to include a bilingual option.**

We will soon be reviewing all of these forms, and we appreciate your calling other inconsistencies to our attention by sending them via e-mail to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

**26. What was the resolution of the litigation on the Statewide Evaluation Request for Proposal (RFP)?**

The decision in the litigation regarding the Statewide Evaluation, *Westat v. Department of General Services (DGS)*, was in favor of DGS. This decision essentially determined that the RFP scoring process was not conducted appropriately, resulting in the need to release a new RFP or RFPs.

**27. What is the timeline for releasing a new Statewide Evaluation RFP?**

There is no specific date set for the release of the new Statewide Evaluation RFP(s). The release date will be announced as soon as possible.

**28. Is there an easier way to obtain consent than using this Statewide Evaluation consent form? In the past we were able to use a brochure.**

We are working on developing a procedure for obtaining consent using only a brochure. We will notify you of the availability of this procedure through these Statewide Evaluation FAQs. In the meantime, please use the new State consent form.

**29. If clients do not sign the new consent, can they receive services?**

Yes. Consent for use of data is not required in order for participants to receive services. Services cannot be denied, which has always been the case.

**30. How do consent forms apply to continuing clients?**

Clients whose individual data is being reported to the State or entered into PEDS and who received services prior to March 1, 2007 and who are continuing to receive services after March 1, 2007, must provide consent using the new forms. Clients can provide consent at the next point of service or the next point for data collection, whichever comes first.

**31. What if a client provided consent under the old form and is no longer receiving services?**

If a client has completed his or her services, further consent is no longer required. However, if the local commission plans to reexamine or utilize client information in a way that was not previously authorized, the County must obtain consent from the client using the new form.

**32. How does this new state consent apply to locally funded programs and joint funded programs?**

The new State consent form replaces the consent form that was previously developed by SRI. If you were using the SRI consent form, you should use the new First 5 California consent form.

If a County is not using PEDS and is not submitting individual data to First 5 California, there is no requirement to consent or to re-consent with the First 5 California consent form. These counties may use a locally developed consent form unless the local consent form references or lists SRI. If so, the local consent form should be revised to delete all references to SRI. Furthermore, the County should confirm with local counsel that the consent is appropriate for submitting aggregate data to First 5 California. Also, refer to the response to question 10 above regarding IRB approvals.

If a County collects and submits individual information or enters individual client data into a First 5 California accessible database, such as PEDS, the County must use the new First 5 California consent forms.

With regard to the specific programs funded by First 5 California, use of the First 5 California consent form should be as follows:

CARES – Consent form unchanged at this time, but may be considered in the future.

PoP – First 5 California consent form not currently required, unless individual client data is entered into PEDS or sent to First 5 California.

First 5 California Special Needs Demonstration Project – Must use new First 5 California consent form with a locally developed authorization for services.

School Readiness – The new consent form is required if individual data is being collected and submitted to First 5 California. It is not required for use when data is submitted in the aggregate only. Please verify with local counsel that your consent forms and processes are appropriate.

**33. How should counties ensure that the client consent recognizes that some of the data may be used for program or service management purposes for the Special Needs Project?**

First 5 CA recommends that counties use a separate authorization for treatment management and program services for the Special Needs Project.

**34. If we do not submit individual data to First 5 California, is the use of the new consent form required?**

No. The use of the consent form is only required for participants whose data is submitted individually to First 5 California. However, local Commissions should ensure that local confidentiality protocols are in place wherever individual data is collected and shared at the local level only. Please see also the answer to question 10.